



**REQUEST FOR PROPOSAL**  
**Executive Administrative Support Services**  
**Deadline for submission – October 4, 2010**

**A. GENERAL INFORMATION**

The purpose for this proposal is to select a contractor that can provide executive administrative services to the Cross District Association (CDA), project management support to its non-profit fund development partner - Tacoma Neighborhoods Together (TNT) and general coordination between the CDA and the City of Tacoma's Neighborhood Business District Program (NBDP).

The Cross District Association (CDA) and the City of Tacoma are combining resources to provide executive level administrative support for the CDA. Through providing executive level administrative and organizational support the CDA will be able to develop the full potential of board membership and reduce reliance on city staff for basic administrative functions.

The desired outcome is for the CDA to be able to fulfill the objectives identified in the 2010 retreat, increase its fund development efforts and strengthen the organizations capacity to align itself more closely with the Main Street model while utilizing city staff for more direct assistance in business recruitment, retention and expansion.

The NBDP is a program of the City of Tacoma's Community and Economic Development Department with the goal of bringing positive growth and sustainable improvements to the business climate within formally recognized Neighborhood Business Districts. The program was created in 1991 with 6 recognized districts and the process for recognizing official districts, defining its relationship to the City of Tacoma and prioritizing program funding was formalized into Tacoma's Municipal Code (TMC) in August of 2009. Currently there are 15 Neighborhood Business Districts throughout the city.

The continuing partnership between the City of Tacoma and the CDA works by having constant communication and flow between the NBD's and city staff. A monthly meeting with the CDA, which consists of representatives from each of the fifteen business districts, is one of the tools used to discover potential obstacles and opportunities early on. An annual retreat and reliance upon the National Main Street Four Point Approach are the primary ways the CDA develops a work plan, formulates strategies and operates within a proven structure that helps them achieve their goals.

The contracted service is meant to leverage the volunteer efforts of the CDA and its partnership with the city so that organizational capacity goals are met and the CDA strengthens its ability to provide value to the member districts it represents.

Proposals will NOT be accepted from the following entities/individuals:

- Members or representatives to the CDA or their employees.
- District managers from existing NBD's

## B. DESIRED SERVICES:

The contractor will be expected to deliver the following services:

1. Distribution of monthly meeting notices, minutes, agenda's for the CDA general membership, Executive Committee and Tacoma Neighborhoods Together. Contact information and distribution lists will be provided.
2. Develop an archiving system for CDA and TNT documents that includes an online and hard copy elements.
3. Support secretaries for the CDA and TNT in the taking and transcribing of monthly meeting minutes.
4. Research best practices and implement an electronic communication tool which can be utilized by both the CDA, TNT and individual neighborhood business districts. Examples include online newsletter, bulleting, digest, calendar etc.
5. Support fund development efforts of the TNT and CDA through support for the annual October fundraiser with research and submission of a proposal for an online web site that will include procurement, promotion and online purchase of tickets.
6. Project coordination among CDA committees, TNT proposals and City of Tacoma activities/ events such as annual retreat planning, requesting content for web pages, and finalizing professional services contracts with individual business districts and membership recruitment plans.

## C. PROPOSAL CONTENT AND SUBMISSION

Respondents to this RFP should provide:

1. Company general information, history, organizational structure and primary expertise of key staff providing services for this proposal.
2. Description of company's specialized expertise working with volunteer organizations and the "Desired Services" listed above.
3. Description of current knowledge of the National Main Street Four Point Approach and Eight Principles, and City of Tacoma's Neighborhood Business District Program.
4. Description of proposed approach to delivering "Desired Services"
5. Contact information for at least three (3) clients you have provided similar services to.
6. Proposal should include base fees and a schedule of hourly rates for each employee or consultant working on the deliverables.

Proposals are to be submitted electronically no later than **5pm on Monday October 4<sup>th</sup>** to [cwolfe@cityoftacoma.org](mailto:cwolfe@cityoftacoma.org). Questions may be directed to Carol Wolfe via email and/or by phone to 253.591.5384. Samples of previous work that cannot be submitted electronically may be mailed to - Carol Wolfe c/o City of Tacoma, 747 Market Street, 9<sup>th</sup> Floor Tacoma, WA 98402

## D. PROPOSAL SELECTION CRITERIA and TIMELINE

Proposals will be evaluated on a point system for the criteria below. An invitation to be interviewed may be extended to a limited number of proposing entities.

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| • Company experience and industry experience                      | (35) |
| • Proposed approach   | (20) |
| • Reference checks  | (20) |
| • Samples of similar work created recently                        | (15) |
| • Experience working with Tacoma businesses and/or local presence | (10) |

An evaluation team will review proposals the 2<sup>nd</sup> week of October and select contractor the week of October 21. Proposed timeline for contracted services will be **November 1, 2010 through March 31, 2011.**